

RECORD OF PROCEEDINGS

Minutes of **Greenfield Township Trustees** *Meeting*

January 26, 2022 - 6:00 PM

The Greenfield Township Trustees met in regular session at the firehouse. Trustee Searle called the meeting to order and led those present in the Pledge of Allegiance. Dave Cotner, Kent Searle were present. Lonnie Kosch was absent.

After each trustee reviewed the minutes from the Trustees’ Meeting held on January 12, 2022, Trustee Searle asked if there were any changes to the minutes. Trustee Searle made a motion to approve the minutes as written; Trustee Cotner seconded the motion.

ROLL CALL: Cotner: Yes Searle: Yes Motion Passed 2-0

After each trustee reviewed the minutes from the Special Trustees’ Meeting held on January 25, 2022, Trustee Searle asked if there were any changes to the minutes. Trustee Cotner made a motion to approve the minutes as written; Trustee Searle seconded the motion.

ROLL CALL: Cotner: Yes Searle: Yes Motion Passed 2-0

FROM THE FISCAL OFFICER:

Fiscal Officer Wyne distributed financial reports.

Fiscal Officer Wyne advised that December 2021 bank reconciliation has been completed and submitted for the Boards’ signatures.

Fiscal Officer Wyne stated that Fiscal Year 2021 has been completed.

Trustee Cotner made a motion to pay the bills associated with warrants 34534 through 34560 and Electronic Debits 05-2022 through 6-2022 which are listed on the payment report; seconded by Trustee Searle.

ROLL CALL: Cotner: Yes Searle: Yes Motion Passed 2-0

Trustee Searle made a motion to approve the Purchase Orders; Trustee Cotner seconded.

ROLL CALL: Cotner: Yes Searle: Yes Motion Passed 2-0

Fiscal Officer Wyne stated that she attended a webinar the other day regarding the use of the America Rescue Plan Act. She advised that there were some key changes in the Final Rule such as the list of eligible workers who can receive premium pay without written justification has changed and the revenue loss area added a standard allowance option. She advised that there were other changes but felt those were the areas that were important for Greenfield Township.

Trustee Searle made a motion to accept Resolution 2022 01 26 01 that states BE IT RESOLVED by the Board of Trustees of Greenfield Township, Fairfield County, Ohio, to authorize the Fiscal Officer to transfer \$40,000.00 from the Fire Department Fund 2191 to the Fire Department - Fire Capital Improvement Fund 4904; Trustee Cotner seconded the motion.

ROLL CALL: Cotner: Yes Searle: Yes Motion Passed 2-0

Trustee Cotner made a motion to accept Resolution 2022 01 26 02 that states

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BE IT RESOLVED by the Board of Trustees of Greenfield Township, Fairfield County, Ohio, to authorize the Fiscal Officer to transfer \$40,000.00 from the Road Department Fund 2031 to the Road Department - Road Capital Improvement Fund 4903; Trustee Searle seconded the motion.

ROLL CALL: Cotner: Yes Searle: Yes . Motion Passed 2-0

FLOOR:

None

ZONING BUSINESS: Caitlin Barbee, Zoning Inspector, presented the following items:

- **Fees for Variance Applications and Hearings:** Ms. Barbee noted the current fee is \$800 for Board of Zoning Appeals (BZA) related costs. The Fiscal Officer had calculated the cost to the township when processing the applications and holding hearings, and the \$800 fee is not covering the costs. It was suggested a fee amount closer to \$1,115 (current estimated costs in total) would be more in line with the costs incurred. Ms. Barbee stated she had rewritten the newspaper notices so there was a slight decrease in the amount of text being published, but still including all required information. It was noted that the cost can be changed in the future, if needed. After further discussion regarding all associated costs, Trustee Searle moved to immediately increase the fee for all BZA variance applications and hearings to \$1,200. Trustee Cotner seconded the motion.
ROLL CALL: Cotner: Yes Searle: Yes Motion Passed 2-0
- **1470 Election House Road Property:** Ms. Barbee noted she had spoken with the representative from the company who was interested in building multi-family apartments on this property; they had presented at the January 12, 2022 Trustee Meeting. He was seeking her feedback. The property is currently zoned B-1. She stated the plans as presented do not meet the current zoning. There has been no further conversation at this point.
- **Building Demolition Grant Webinar:** Ms. Barbee has been in contact with the representative from the Fairfield County Land Bank. There is a very short timeline for the grant. The Land Bank would be the lead agency and complete all the expenditures (completing all the work on behalf of the township); however, they will likely not want to move forward on the demolition of the Fisher property, as owner permission would need to be given. Trustee Cotner also inquired about the Carroll Southern property in relation to this grant. Currently, there is no contact information/owner information (the only information on record for trying to contact the owner is 10 years old); however, Ms. Barbee is working on obtaining the information. It appears that neither of the properties will qualify for demolition through the current grant due to time constraints; however, in working through the Land Bank, the township may be able to be reimbursed by them to have the demolitions done. It will mean working through the longer process of completing all the necessary paperwork and steps to have the demolition completed.
- **Abandoned Black Truck on Route 158:** Trustee Cotner raised the issue of the black truck on Route 158 that has been sitting near the road for four years or more. It has caused issues and concerns with local neighbors, as well as calls for the fire

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department/emergency services. A deputy sheriff who was in attendance was given the property owner information and license plate number by Ms. Barbee so he could investigate further.

- Trustee Cotner also mentioned the house on Route 158 in Dumontville where there are several cars that appear to be sitting around. This has happened in the past, and the former Zoning Officer had contacted the property owner (the property owner does not live in the house; it is a rental property). The previous cars were then removed/cleaned up, but now there are three to four cars there again. Trustee Cotner stated he would call the property owner if Ms. Barbee could find a number in the files.

ROAD AND CEMETERY DEPARTMENT BUSINESS: Tom Shafer, Road & Cemetery Superintendent, reported on the following items:

- Resolution Needed for Transferring of Cemetery Deeds: Mr. Shafer asked the Board to pass a resolution regarding the transferring of cemetery deeds. This had been discussed in the past, but no action was taken. He would like to be prepared the next time the situation arises. Tom suggested a fee of \$56 for any deed transfer, which is the same cost as a foundation pour. The Fiscal Officer noted two resolutions are needed: one for any deed transfer, and another resolution for the fee.
- Cemetery Program: Fiscal Officer Wyne also noted that she and Tom had met with Jane Baughn and Jeff Bondurant to discuss the cemetery program on the computer system. Tom will be conducting the training.
- Fireproof Storage/Filing Cabinets: Tom raised the issue of the Road & Cemetery Department needing some type of fireproof filing cabinets; Fiscal Officer Wyne also stated the administrative office needs this type of records storage system. Trustee Cotner asked that this be investigated and the information brought back to the Board so a decision can be made.
- Part-Time Road Department Pay Rate: Tom asked the Board to increase the rate for part-time employee, Doug Shaw. His rate was not increased in 2021 when other pay rates were increased for Township employees. Tom noted it would be extremely difficult to find someone who would be qualified and willing to step into this role, especially when snow and ice detail is needed.

Trustee Cotner made a motion to increase Doug Shaw's rate to \$25 per hour when he is plowing snow for Greenfield Township, and his regular rate will be \$21.50 when he is performing regular duties, effective immediately. Trustee Seale seconded the motion.

After discussion, it was determined that Mr. Shaw's rate will be increased by three percent, from \$21.50 per hour, when he is performing his regular duties in the spring and summer, effective with the beginning of the current pay period, January 23, 2022. Fiscal

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Officer Wyne stated she would be able to process the two different rates in the current payroll system.

Trustee Searle made a motion to increase Doug Shaw's rate by three percent, from \$21.50 per hour, when he is performing his regular duties (not snow removal duties). Trustee Cotner seconded the motion.

ROLL CALL: Cotner: Yes Searle: Yes Motion Passed 2-0

Tom also asked the Board to consider making the \$25 for Doug Shaw for snow removal retroactive to January 16, 2022 when snow was plowed.

Trustee Searle made a motion to pay Doug Shaw \$25 retroactively for snow removal, effective January 16, 2022. Trustee Cotner seconded the motion.

ROLL CALL: Cotner: Yes Searle: Yes Motion Passed 2-0

FIRE DEPARTMENT BUSINESS: Chief Brad Smith presented the following items:

- **Medic 561:** Chief Smith had reported that Medic 561 is having mechanical issues. After having it investigated, and getting a second opinion, it was determined a new engine is needed. The cost for parts and labor is estimated to be \$13,980. After discussion, it was determined the appropriate amount should be higher to cover any unforeseen costs. Trustee Searle moved to appropriate \$15,000 to replace the engine in Medic 561; Trustee Cotner seconded the motion.
ROLL CALL: Cotner: Yes Searle: Yes Motion Passed 2-0

Fiscal Officer Wyne asked Chief Smith to send the vendor information so she can prepare the purchase order.

- **FEMA Grant:** Chief Smith reported he had been working with FEMA on the grant received last year. He had to complete paperwork to confirm that the SCBA Cascade system would not cause any environmental hazard. He has now received approval for the installation. FEMA funds should be received by the Township any time now. Chief Smith stated he will be submitting all of the information to FEMA to correct the initial denial due to FEMA stating they didn't receive it. Fiscal Officer Wyne asked to have all of the paperwork sent to her so she could set up a line for the grant funds. The amount should be approximately \$42,000. Discussion continued regarding the flow of the grant money, via a third party, and then payment/reimbursement once the work is completed.
- **Incident in December - Insurance Payment/Reimbursement:** Chief Smith explained there had been an incident on a December run in which one of the fire department staff backed into a homeowner's vehicle. The Department's insurance company explained there is a clause whereby the Department could pay the homeowner up to \$2,500 of which 75% - \$1,800 could be reimbursed to the Department. The Board would have to approve the payment. It is likely they will need a new bumper and a new tail light. After discussion, it was determined that Chief Smith will get information from the homeowner as to their

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deductible, and ask them to file a claim with their insurance; and then bring all of that information back to the Board to determine how to proceed.

- Upcoming Events:

- Fairfield Career Center will be having active aggressor training in April.
- Bloom Carroll High School will have CPR training for their ninth graders; usually about 150-170 students.
- New Medic Committee: Captain Spires reported on the New Medic Committee that has been meeting since last November. Three quotes were obtained from vendors in the area, with Burgess coming in with the lowest estimate - at \$263,887 with full specs. He explained there will be some additional cost associated with this, as there was a spec that was missed on the quote. Also, the committee recommends a \$25,000 buffer be added due to specs that cannot be met by the manufacturer, such as the radios that will be installed afterward, as well as a cot load system. The estimated timeframe for the building of the truck is 12-18 months, so it won't be received until late 2023. In speaking with the representative from Burgess, they stated the cost will be increased 10% for all new trucks starting on February 1, 2022. However, if they can get a verbal commitment to purchase the truck before then, the cost can be locked in at the estimated rate. After discussion, a decision was made to give the verbal commitment in order to purchase the truck at the estimated cost, plus additional funds for necessary features to be added. Fiscal Officer Wyne asked if any type of contract was required at this time; Captain Spires responded that only the verbal commitment is needed at this time; the specs would be completed once the contract is signed.

Trustee Cotner made a motion to give Burgess Company a verbal confirmation of getting the new squad at the price of \$280,000; Trustee Searle seconded the motion.

ROLL CALL: Cotner: Yes Searle: Yes Motion Passed 2-0

Fiscal Officer Wyne asked for copies of the information presented at the meeting, and that she be copied on all email and correspondence as this process moves forward.

FROM THE TRUSTEES: No business to discuss.

Motion to adjourn was made by Trustee Cotner; seconded by Trustee Searle.

ROLL CALL: Cotner: Yes Searle: Yes Motion passed 2-0

Meeting adjourned at 7:15 p.m.